

APPENDIX A TO SUBPART E—PROCEDURES FOR PERMISSION TO ENGAGE IN OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY

1. *Form and content of request*—A written request for administrative approval of outside employment must be addressed to the appropriate Deputy Ethics Official, or, in the immediate Office of the Administrator or Deputy Administrator, to the Designated Agency Ethics Official. The request must be sent through the employee's supervisors and must indicate:

- a. Employee's name, title and grade;
- b. Nature of the outside activity, including a full description of the services to be performed and the amount of compensation expected;
- c. The name and business of the person or organization for which the work will be done (in cases of self-employment, indicate the type of services to be rendered and estimate the number of clients or customers anticipated during the next 6 months);
- d. The estimated time to be devoted to the activity;
- e. Whether the service will be performed entirely outside of normal duty hours (if not, estimate the number of hours of absence from work required);
- f. The assistance agreements or contracts involved, if the outside employment will include consulting or professional services to institutions which have or may seek federal assistance agreements or contracts. Full details must be provided for any service which involves preparing grant applications, contract proposals or program reports. Indicate the basis for compensation (e.g., fee, per diem, per annum, etc.).

2. *Acting on employee requests*—Requests are reviewed for consistency with § 3.502. Reviewers are encouraged to obtain advice from the Designated Agency Ethics Official. The reviewer's decision must be in writing.

3. *Keeping the record up-to-date*—If there is a change in the nature or scope of the duties or services performed or the nature of the employee's business, the employee must submit a revised request for approval.

4. *Enforcement*—Failure to obtain administrative approval for outside employment or other outside activity where required is grounds for disciplinary action.

5. *Confidentiality of requests*—Requests for approval are confidential and, unless the employee consents, may not be disclosed except to the Designated Agency Ethics Official or the Alternate Agency Ethics Official and designated staff who assist them under this part and to Deputy Ethics Officials and designated staff members who assist them under this part.

[49 FR 7530, Feb. 29, 1984, as amended at 50 FR 39624, Sept. 27, 1985]

Subpart F—Standards of Conduct for Special Government Employees

§ 3.600 Applicability.

The conflict of interest statutes and these regulations apply to special Government employees during their entire period of EPA service, from the date of the oath of office to the date of termination.

§ 3.601 Standards of conduct.

The following standards of conduct apply to special Government employees:

(a) *Use of Government employment.* Special Government employees may not use Government employment for a purpose that is, or gives the appearance of being, motivated by private gain for themselves or others.

(b) *Use of inside information.* Special Government employees may not use inside information obtained as a result of Government employment for private gain. *Inside information* means information obtained as a result of Government employment which has not been made available to the general public.

(c) *Avoiding coercion.* Special Government employees may not use Government employment to coerce anyone to provide a financial benefit to themselves or others.

(d) *Gifts, entertainment or favors.* Except as provided below, special Government employees must not solicit or receive any gift, gratuity, entertainment (including meals), favor, loan or other thing of value, for themselves or others, from persons or organizations having contracts or assistance agreements with EPA or which conduct activities regulated by EPA. The following exceptions apply:

(1) Receiving salary, bonuses or other compensation or benefits from non-Government employers;

(2) Accepting modest entertainment, such as meals or refreshments, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations, or in connection with attending public ceremonies or similar activities where the special Government employee officially participates on behalf